1. **Objectives**

The Chilmark Free Public Library strives to be central to the community’s year-round and seasonal needs by providing:

1. A balanced, professionally-developed collection of materials that are primarily recreational and for all family enjoyment;
2. Access to materials and information for personal learning and development of all age groups;
3. Materials and programs to support the studies of the students of the Chilmark School as their public library;
4. A commons environment for people to meet and interact with others in the community and to participate in public discourse and community issues.

Ultimate responsibility for materials selection rests with the director who works within the framework of policies as established by the Board of Trustees and will be done according to professional standards and established selection and review procedures. The selection of materials is the responsibility of the library staff under the supervision of the library director or department heads.

Collection development decisions are made on the basis of staff judgment and expertise, and by evaluating reviews in library reviewing journals and other library selection tools. These tools include but are not limited to: Booklist, Library Journal, School Library Journal, Horn Book, the New York Review of Books, The New York Times, and The Boston Globe. Suggestions by patrons will be examined in the review sources mentioned above.

This procedure will be followed except in the case of local publications which may not be reviewed or listed nationally.

1. **Selection**

A carefully selected, balanced collection for adults and children will be built in accordance with the current American Library Association policies and Intellectual Freedom guidelines (see Appendix A). In the Library Bill of Rights, it is stated (in Article II): “Libraries should provide materials and information presenting all points of view on current and historical issues.” Materials will be selected that are of current interest and permanent value, that are up-to-date, that are responsive to the interests and needs of every segment of the community, and that do not discriminate against any political, religious, economic, or social view or group through deliberate exclusion of their views. Materials will be purchased in print and non-print formats.

In the selection and procurement of materials, the following factors will be taken into consideration:

* 1. Contemporary significance or permanent value
	2. Community interest or need
	3. Accuracy of content
	4. Reputation and authority of the author, editor, or illustrator
	5. Literary and/or artistic merit
	6. Availability of funds, space, and acquisition through other sources
	7. Format and ease of use
	8. Attention of critics, reviewers, media, and public
	9. Anticipated or popular demand

Materials published or released in new formats will be considered for the collection when there is evidence that a significant portion of the local population has the required equipment to make use of the format. Availability of items in the format, the cost per item, and the Library’s ability to obtain and circulate the items will also be factors in determining when a new format will be acquired.

For items not available at the library, patrons may utilize the CLAMS system and Inter-library Loan.

1. **Collection Maintenance**

In order to maintain a collection which is current, reliable, in good condition, well-used, and which relates to the needs and interests of the users of the Chilmark Public Library, materials are to be withdrawn or “weeded” on a systematic and continuing basis. Materials are discarded when they are judged to be no longer appropriate. Specifically, materials that are worn, damaged, outdated, duplicated, or no longer used, as well as materials that are not of specific local or regional interest, materials that can be found elsewhere in the library consortium or interlibrary loan, and materials that were at one time popular but are no longer.

The criteria used in selection also apply to the process of withdrawing materials from the collection. Materials withdrawn from the library will be disposed of in a manner consistent with their quality and condition.

1. **Requests**

Requests from patrons for materials to be included in the collection will be considered using the criteria for selection. If a decision is made not to purchase an item, every effort will be made to secure it through interlibrary loan.

1. **Gifts**

Gifts of books and other library materials are accepted with the understanding that they may or may not be added to the collection. If they are not added to the collection, the material will be disposed of as the director sees fit. Gift materials, including titles new to the collection, are subject to the same selection standards as materials purchased by the library. Gifts of local historical interest will be kept if at all possible. Given the limited amount of space and lack of archival facilities, it may not be possible to keep all materials.

The Library reserves the right to determine the use and disposition of all gifts unconditionally. Materials purchased using financial gifts to the library will be subject to the same selection criteria as materials purchased by the library.

The library will not appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor.

1. **Reconsideration of Material**

Although materials are carefully selected, the library recognizes that some materials may be controversial and that any given item may offend some patron. Anyone who wishes the Library to reconsider the acquisition or removal of an item must fill out a “Request for Reconsideration of Material” form (see Appendix B). The request is reviewed by the appropriate department head and the Director. The Director will issue a response. If the complainant is not satisfied, he or she may appeal to the Board of Trustees. The decision of the Board is final. Above all, the Board of Trustees has as its concern the fairness of such a hearing so as to protect the rights of all who are involved.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

**Appendix A**

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The First Amendment:

<http://www.ala.org/advocacy/intfreedom/censorship>

CREW Manual:

<https://www.tsl.state.tx.us/ld/pubs/crew/index.html>

This policy replaces one adopted October 20, 2005.

**Appendix B**

**Request for Reconsideration of Library Materials**

If you wish to request reconsideration of library materials, please return the completed form to the Library Director.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you represent:

\_\_\_\_ Yourself?

\_\_\_\_ Organization? If so, which?

1. Material on which you are commenting:

\_\_\_\_ Book

\_\_\_\_ Video

\_\_\_\_ Magazine

\_\_\_\_ Newspaper

\_\_\_\_ Electronic information/network (please specify)

\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Title/Source \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Author/Producer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. To what in this material do you object? Please be specific, cite pages or scene.

5. What brought this material to your attention? (use other side or additional pages if necessary)

6. Have you examined the entire material? What part(s) did you read, listen to, or view?

 (use other side or additional pages if necessary)

7. What would you like the Chilmark Library to do regarding this material?

8. What concerns you about the material? (use other side or additional pages if necessary)

9. Are there any materials you would suggest to provide additional information and/or other viewpoints on this topic? (use other side or additional pages if necessary)